



## APPLECROSS SENIOR HIGH SCHOOL BOARD

### TERMS OF REFERENCE

#### 1. ESTABLISHMENT OF SCHOOL BOARD

- 1.1 By Virtue of and in accordance with the School Education Act 1999 (S.125) ("the Act"):
- a School Board in respect of the Applecross Senior High School (the School") is hereby established; and
  - this document entitled "Terms of Reference" is hereby adopted.

#### 2. NAME

- 2.1 The name of the Council is the Applecross Senior High School Board.

#### 3. DEFINITIONS

3.1 In these terms of reference:

**Act** means the School Education Act 1999.

**Board** means "Council" as defined in the School Education Act 1999.

**Director General** means the Chief Executive Officer of the Department of Education as defined in section 229 of the School Education Act.

**Parent** as defined in section 4 of the School Education Act 1999 is the person who is named in the school register as a parent of a student.

**School** means Applecross Senior High School

**Student** means student enrolled at Applecross Senior High School.

#### 4. PURPOSE

4.1 The Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the school.

#### 5. FUNCTIONS OF THE BOARD

5.1 The Board has the following powers and duties:

- All business required of it by the Department of Education or the Principal of the School;
- An annual review of the School Business Plan addressing the following considerations in a manner it sees fit:
  - delivery of the business plan
  - any necessary changes to the business plan;
- An annual review of School codes;
- Promotion of the School;
- To approve:
  - charges and contributions for the provision of certain materials, services and facilities under section 99(4) of the School Education Act
  - extra cost optional components of educational programmes, under section 100(3) of the School Education Act
  - items to be supplied by a student for use in an Educational Programme, under section 108(2) of the School Education Act
  - any agreements or arrangements for advertising or sponsorship in relation to the School under section 216(5) of the School Education Act;
- To provide advice to the principal of the School on:
  - general policy concerning values underpinning school activities;
- With the approval of the Minister or the Director-General, as the Minister's delegate, to:
  - take part in the selection of, but not the appointment of, the School principal or any other member of the teaching staff under section 129(2) of the School Education Act; and
- To do all things necessary or convenient to be done for or in connection with the carrying out of its functions.

## **6. MEMBERSHIP OF THE BOARD**

6.1 The composition of the Board will reflect the diversity of the school community and members will have the skills and experience required to provide sound governance and excellence in decision making.

6.2 The membership of the Board shall comprise:

- (a) the Principal of the School, ex-officio, as a full voting member
- (b) the Head Boy and Head Girl as full voting members;
- (c) two (2) parents of students attending the School, as full voting members;
- (d) two (2) representatives of the Applecross Senior High School Parents & Citizens Association, elected by the P&C, as full voting members;
- (e) two (2) teaching staff currently on the School staff roll, and elected by the general teaching staff of the School, as full voting members;
- (f) four (4) members of the community representing business/industry, as full voting members.

## **7. APPOINTMENT AND ELECTION OF MEMBERS**

7.1 The Principal of the School will invite nominations from eligible persons to fill vacancies occurring in the categories referred to in Section 6.2 above, and, except those in the Parents & Citizens and local community membership category, will conduct elections where the number of nominees is greater than the vacancies available.

7.2 The period of office, apart from ex-officio member, is as follows:

- (a) members of 6.2 (c), (d), (e) and (f) is to be for two years with staggered terms;
- (b) members of 6.2(b) is to be for one year;

Note: Inaugural School Board members staggered terms commence June 2012 with a cycle of 2012/2013 for half of the representatives from each sub group and 2012/2013/2014 for the remaining representatives.

7.3 A member may only serve for two consecutive terms, unless insufficient nominees are forth-coming at the time of re-election.

7.4 Any member appointed or elected to a casual vacancy in the Board shall hold office for the balance of the term of the member of the Board whose seat on the Board has become vacant.

7.5 The Parents & Citizens Association shall elect its own representatives by a method decided by that group.

7.6 In the category of general community membership positions, the Board may appoint suitably qualified members of the general community from business/industry.

## **8. CESSATION OR TERMINATION OF MEMBERSHIP**

8.1 The office of a member of the Board becomes vacant if the member:

- (a) becomes ineligible to hold office as a member;
- (b) resigns by written notice delivered to the Board; or
- (c) is removed from office by the Director General or delegate.

8.2 The Director General, or Executive Directors as delegates of the Director General, may remove a person as a member of the Board on the grounds that the continuation of the person as a member would be detrimental to the interests of the Board.

8.3 The Board may remove a person as a member of the Board on the grounds that the person:

- (a) has neglected his or her duty as a member;
- (b) has misbehaved or is incompetent;
- (c) is suffering from mental or physical incapacity, other than temporary illness, impairing the performance of his or her function as a member; or
- (d) has been absent, without leave or reasonable excuse, from three consecutive meetings of which the member has had notice.

8.4 The Board must not remove a person as a member unless the person has been given a reasonable opportunity to show that he or she should not be removed from office.

8.5 A decision of the Board to remove a person from office is to be made by resolution of a majority comprising enough of the members for their number to be at least two thirds of the number of offices, whether vacant or not.

## **9. DUTIES TO BE ALLOCATED**

9.1 The members of the Board shall at the earliest opportunity each school year elect a member to be the Chair of the Board. The Chair shall have those powers and functions assigned by these Terms of Reference and such others as may from time to time be assigned by the Board. The Principal of the School is not eligible to hold the position of Chair.

9.2 The members of the Board shall at the earliest opportunity each school year elect a member to be the Secretary of the Board. The Secretary shall ensure that full and correct minutes of the meetings and proceedings of the Board are recorded and coordinate the correspondence of the Board.

9.3 The School Principal will have custody of all books, documents, records and registers of the Board.

## **10. MEETINGS AND PROCEEDINGS OF THE BOARD**

10.1 The Board shall ordinarily meet at least once in each school term and on such other occasions as the Chair nominates.

10.2 A quorum will be more than 50 per cent of the members of the Board but decisions must still be made with an absolute majority. Proxies appointed in accordance with Section 10.6 shall be counted for the purpose of the Quorum.

10.3 One meeting per annum of the Board to be open to the school community by advance advertisement.

10.4 A special meeting of the Board shall be convened by the Chair upon request delivered to the Chair, or in the absence of the Chair to the Principal, in writing and signed by at least five (5) voting members of the Board which request must specify the matter or matters of which the meeting is required.

10.5 A voting member of the Board may appoint as his or her proxy in respect of a meeting another voting member of the Board. A proxy must be appointed in writing and delivered to the Chair of the meeting at the commencement of the meeting to which the proxy appointment applies.

## **11. BUSINESS**

11.1 The Board will formally report to its school community at least once each calendar year.

11.2 All business will be attended to within a reasonable time frame.

## **12. COMMITTEES OF THE BOARD**

12.1 The Board is empowered to appoint such committees as it deems necessary.

12.2 Membership of committees is not confined to members of the Board but at least one Board member is required to serve on each Committee.

12.3 The duties of any committee shall be clearly defined by the Board and, where appropriate, a specific date shall be set for the completion of the tasks assigned to the committee.

12.4 In all cases a committee makes its recommendations to the Board.

## **13. REVIEW**

13.1 The Board's terms of reference and code of conduct are to be reviewed by the Board at the end of each calendar year.